



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
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CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO P1040.2B  
CARP  
APR 23 1996

## BASE ORDER P1040.2B

From: Commanding General  
To: Distribution List

Subj: CAREER PLANNING STANDING OPERATING PROCEDURES (SHORT TITLE: CAREER PLANNING SOP)

Ref: (a) MCO P1040.31G  
(b) MCO 1220.5H

Encl: (1) LOCATOR SHEET

Reports Required: Enlisted Career Planning Report (Report Symbol MC-1040-02),  
Par 2001

1. Purpose. To publish standing operating procedures for the conduct of the Career Planning Program within Marine Corps Base, Camp Lejeune.

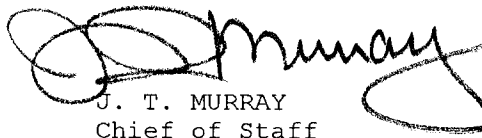
2. Cancellation. BO P1040.2A.

3. Background. The career planning standing operating procedures are issued for the guidance and compliance of all addressees as a supplement to references (a) and (b).

4. Summary of revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

5. Change notations. Significant Changes contained in this revision are denoted by an asterisk (\*) symbol.

6. Certification. Reviewed and approved this date.

  
J. T. MURRAY  
Chief of Staff

DISTRIBUTION: A Cat I & II

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Subj: CAREER PLANNING STANDING OPERATING PROCEDURES (SHORT TITLE: CAREER  
PLANNING SOP)

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

CAREER PLANNING SOP

RECORDS OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

# CAREER PLANNING SOP

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3	THE CAREER PLANNING MANAGEMENT SYSTEM

## CAREER PLANNING SOP

### INTRODUCTION

0001. GENERAL. The retention environment within the Marine Corps took on a more significant and far reaching role with the institution of the all-voluntary military concept. The manpower needs of the Marine Corps have been supplemented, and by a large measure, satisfied by an energetic and enthusiastic Marine Corps wide Career Planning Program. To be more specific, the most important elements within the retention program that will spell out its success are the Career Planners and the supportive command environment in which the career planner works.

0002. OBJECTIVE. The primary objective of the Base Career Planning Program is the retention of highly qualified first-term Marines to achieve our overall career force MOS requirements, and to reenlist qualified career Marines to sustain appropriate career force experience levels. Additionally, the program is designed to assist all Marines in career matters both on a unit and an individual basis.

0003. RESPONSIBILITY. The responsibility for a successful Career Planning Program rests with the commander; however, the ultimate success of the program depends upon the efforts of all officers, staff noncommissioned officers and NCO's of the command. A career-conducive atmosphere must prevail. Many Marines have been lost because no one explained to them the advantages of reenlistment or extension. Each and every Marine who has not made the decision to be a career Marine should be counseled by their commanding officer. Counseling should begin when the Marine joins the unit and should continue until a firm decision is made. MCO P1040.31 requires that each command personally conduct interviews and make recommendations for retention.

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CHAPTER 1

ASSIGNMENT AND DUTIES

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## CAREER PLANNING SOP

### CHAPTER 1

#### ASSIGNMENT AND DUTIES

\*1000. GENERAL. The importance of assigning highly motivated and capable individuals to career planning billets can not be over-emphasized. The individual who takes an enthusiastic interest in this assignment will assist Marine Corps Base and the Marine Corps in achieving their goal of retention of the highest quality. Marines will be assigned to fill primary duty career planning billets by Headquarters Marine Corps. A Marine will not be assigned to a non T/O career planning billet by Headquarters Marine Corps. A commander may, however, assign any qualified Marine an additional duty as a career planner when the unit does not otherwise rate one.

#### 1001. ASSIGNMENT

1. Assignment of primary duty career planners will be for a minimum period of three years unless otherwise directed by Headquarters Marine Corps (MMEA-6).
2. Personnel assigned primary duty as a career planner will not be assigned additional duties.

#### 1002. DUTIES

1. MCB Career Planning NCOIC. The primary function of the Marine Corps Base Career Planning NCOIC is the supervision and management of the Marine Corps Base Career Planning Program. The Marine Corps Base Career Planning NCOIC functions under the direct staff supervision of the Base Military Personnel Officer. The duties of the Marine Corps Base Career Planning NCOIC will consist of:

- a. Assisting organizational career planners in the implementation of the Marine Corps Base Career Planning Program.
- b. Maintaining a central source of information on all career aspects of service in the Marine Corps and disseminating this information to organizations on a continuous basis.
- c. Serving as a point of contact for the Career Planning Branch at Headquarters Marine Corps.
- d. Conducting monthly meetings with all organizational career planners to disseminate new information and to ensure a maximum coordinated effort.
- e. Conducting presentations for organizations on career planning matters when requested to do so.
- f. Conducting inspections of organizations in accordance with BO 5041.2.
- g. Monitoring all requests for reenlistment, extensions, and lateral moves being forwarded to the Commandant of the Marine Corps. When required, interviewing and preparing endorsements on all requests for reenlistments.

2. Organizational Commanders. Organizational Commanders will establish an Enlisted Retention Program consistent with the nature of their commands which will ensure that each enlisted Marine is interviewed and counseled by a qualified career planner of that organization as required by MCO P1040.31.

\* a. Regularly scheduled career planning interviews will be conducted for all Marines regardless of grade. The results of these interviews will be recorded on the Career Planning Contact Record (NAVMC 1133) and on the Career Planning Data Base.

b. Special consideration will be given to the working areas assigned to your career planners. The Career Planning Office should be easily accessible to all Marines during normal working hours. Privacy during an interview is essential. An area where conversation can be overheard by a third, uninvolved party is not conducive to establishing good rapport with an interviewee.

3. Organizational Career Planners. All organizational career planners will serve in primary duty billets. They will:

a. Be familiar with the current editions of MCO P1040.31, MCO 1220.5, MCO 7220.24, this SOP and all other pertinent career planning directives.

b. Be responsible for the administration of the career planning program.

c. Be responsible for ensuring that counseling and interviews are conducted in accordance with MCO P1040.31.

d. Be responsible for the timely submission of all reports.

e. Have access to a complete set of applicable directives and ensure timely passing of information and the proper maintenance of all career planning records.

\* f. Ensure all Marines whose active duty will terminate within 180 days are informed of the monthly pre-separations brief schedule.



CAREER PLANNING SOP

CHAPTER 2

ADMINISTRATION

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## CAREER PLANNING SOP

### CHAPTER 2

#### ADMINISTRATION

##### 2000. GENERAL

1. All administrative procedures not covered in this SOP will be conducted in strict compliance with the current edition of MCO P1040.31 and MCO 1220.5.

\*2. All requests for reenlistments and extensions will be forwarded to the Base Career Planning Office. Those requests not requiring supporting documentation will be submitted utilizing the format in Figure 2-1 for input into the Career Planning Management System (CPMS). Requests requiring supporting documentation (requests for waiver) will be submitted to the Commandant of the Marine Corps (MMEA-6) via the Commanding General utilizing the Reenlistment-Extension-Lateral Move Request (NAVMC 10842).

##### 2001. ENLISTED CAREER PLANNING REPORT

1. All MCB units are required to submit a monthly Enlisted Career Planning Report (Figure 2-2). Report Symbol MC-1040-02 is assigned to this report. The report must be delivered to the Base Career Planning Office no later than the 25th of each month to be consolidated and submitted to Headquarters Marine Corps (MMEA-6), via CPMS.

2. Additionally, telephonic reports may be requested by the Base Career Planning Office at any time between monthly reports. Telephonic reports will follow the same format as Figure 2-2.

##### 2002. INSPECTIONS

1. The Base Career Planning Office will conduct quarterly courtesy Career Planning Readiness Assistance Visit Inspections and semi-annual Readiness Assistance Visit Inspections with a minimum of 72 hours notification.

2. Current copies of the inspection checklist may be obtained from the Base Career Planning Office.

2003. TRAINING. The Base Career Planning NCOIC will conduct training for all organizational/unit career planners once a month or as personnel assets permit. Although primarily designed to assist the unit/organizational career planners, information passed concerning programs and changes will benefit career planning officers as well.

2004. RECORDS AND FILING. A case file will be maintained on each Marine submitting a request for a reenlistment program. The file will contain at least a copy of the request and any correspondence related to the request. The file must be maintained for two years for those Marines who actually reenlist.

\*2005. REQUIRED SERVICE RECORD BOOK ENTRIES. The Career Planning Program requires that appropriate entries be made on page 11 of the Marine's service record book when the Marine reenlists, extends, or is not recommended/eligible for reenlistment (paragraph 5007 of reference (a) refers).

2006. WAIVERS. Marines requesting reenlistment who do not meet those prerequisites prescribed in paragraph 4102 of reference (a) may be considered for waivers unless waiver of the appropriate reenlistment prerequisites is prohibited.

\*1. WAIVER AUTHORITY. The Commandant of the Marine Corps is the only authority to grant waivers of reenlistment prerequisites indicated in paragraph 4103.1 and 4103.3 of reference (a). This authority will not be delegated. Although CMC has the authority to waive reenlistment eligibility criteria, it is a basic prerogative of subordinate commanders at each decision level, i.e., company/battery, battalion/squadron, etc., to disapprove the waiver request of any ineligible first-term reenlistment applicant without forwarding it to the next higher decision making level for action, providing the Marine has been in the unit for a 12 month period.

\*2. SUBMISSION OF WAIVER REQUEST. Requests for waiver of reenlistment prerequisites will be submitted to the Commandant of the Marine Corps (MMEA-6) via the chain of command. Those requests receiving positive recommendations from unit commanders must be delivered to the Base Career Planning Office prior to going to the Commanding General. Copies of service record book pages 3, 5, 11, 12 and 13 must accompany all requests. A Marine requesting a weight waiver must also include a copy of a current photograph. Waiver requests reaching the Commandant of the Marine Corps level must be received at least 90 days prior to EAS to allow time for processing.

# CAREER PLANNING SOP

## REUM REQUEST SUBMISSION DATA

REENL CODE FOR MO REPORTING PURPOSE

F, I, C

UNIT \_\_\_\_\_ COMPANY \_\_\_\_\_ NCOIC: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (INITS)  
 SSN: 0 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ RANK: \_\_\_\_\_ NAME \_\_\_\_\_ MOS \_\_\_\_\_  
 TYPE REQ: \_\_\_\_\_ LENGTH REQ \_\_\_\_\_ REENL CODE \_\_\_\_\_ FY \_\_\_\_\_  
 R, E, L 01-72 F, I, C  
 PHY DT: \_\_\_\_\_ HT: \_\_\_\_\_ WT: \_\_\_\_\_ IRD: \_\_\_\_\_ COCERT: \_\_\_\_\_  
 YY MM DD (IN INCH) YY MM DD YY NY NN

### USMC CONVICTION HISTORY ON CURRENT CONTRACT

NO. OF NJPS: \_\_\_\_\_ (N)  
 NO. OF COURT MARTIALS: \_\_\_\_\_ (C)  
 NO. OF CIVILIAN CONVICTIONS: \_\_\_\_\_ (V)

TYPE ARTICLE DATE

N, C, V YY MM

SCH CODE OPT: \_\_\_\_\_ (SSC#) CG WAIVER GRANTED \_\_\_\_\_ DATE: \_\_\_\_\_

REQ SCH RPT DT: \_\_\_\_\_ TYPE: \_\_\_\_\_

LAT MOVE MOS CHOICES:

EAS: \_\_\_\_\_ AFADED: \_\_\_\_\_ DCTBD \_\_\_\_\_ EODCTBD: \_\_\_\_\_ DOB: \_\_\_\_\_

SRBP ELIG: \_\_\_\_\_ ZONE: \_\_\_\_\_ ON DIR DEP: \_\_\_\_\_  
 YES OR NO

COMSCR: \_\_\_\_\_ PRO: \_\_\_\_\_ CON: \_\_\_\_\_ DOR: \_\_\_\_\_ SEX \_\_\_\_\_

PLANNER COMMENTS: GT: \_\_\_\_\_ EL: \_\_\_\_\_ CL: \_\_\_\_\_ MM: \_\_\_\_\_

PFT \_\_\_\_\_ CL \_\_\_\_\_

CP: \_\_\_\_\_ DSN PHONE 484- \_\_\_\_\_  
 RANK, NAME

CO RECOMMENDATION: \_\_\_\_\_

REC W/ENTH - REC W/CONF - REC W/RES - NOT RECOMMENDED for # \_\_\_\_\_ YRS/MOS)

MARINE CAREER PLANNER BN CO / ACTING CO

Figure 2-1.--Format for CPMS data input.

# CAREER PLANNING SOP

## PERIODS OF SERVICE

USMC, USMCR, ETC

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 FROM: \_\_\_\_\_ TO: \_\_\_\_\_

## RECOMMENDATIONS FOR REENLISTMENT/EXTENSION

TRAINING CERTIFIED HT: \_\_\_\_\_ " WT: \_\_\_\_\_ SCORE: \_\_\_\_\_ DATE: \_\_\_\_\_ CL \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SECTION NCOIC RECOMMENDATION: (CIRCLE ONE) YES NO COMMENTS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SECTION OIC RECOMMENDATION: (CIRCLE ONE) YES NO COMMENTS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY SGTMAJ/1STSGT RECOMMENDATION (CIRCLE ONE) YES NO COMMENTS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY COMMANDER RECOMMENDATION (CIRCLE ONE) YES NO COMMENTS: RECOM W/ENTHUS,  
CONF, RESV, NOT RECOM. WW DEPLOY, NOT WW DEPLOY, PASS CURR PFT, PART PFT, MEETS HT/WT STDS,  
DOES NOT MEETS HT/WT STDS, FIT, UNFIT FOR RIG CMBT AT SEA AND FOREIGN SH. CERT BY:

BN SERGEANT MAJOR RECOMMENDATION (CIRCLE ONE) YES NO COMMENTS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

BN EXECUTIVE OFFICER RECOMMENDATION: (CIRCLE ONE) YES NO COMMENTS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

MISCELLANEOUS INFO:

Figure 2-1.--Format for CPMS data input--continued.

# CAREER PLANNING SOP

## ENLISTED CAREER PLANNING REPORT

UNIT	MCC	REPORTING PERIOD
PART I - SEPARATIONS - REENLISTMENTS - SRBP REENLISTMENTS		
	FIRST TERM	INTERMEDIATE
		CAREERIST
		TOTAL
1. SEPARATIONS		
2. RECOMMENDED/ELIGIBLE		
3. RECOMMENDED/NOT ELIGIBLE		
4. NOT RECOMMENDED		
5. REENLISTMENTS		
6. FY REENLISTMENTS		
7. SRBP REENLISTMENTS		
8. EXTENL (EAS INTO FUT FY)		
PART 1A REMAINING EAS POPULATION PROJECTIONS		
	REMAINING EAS	WILL REENLIST
		UNDECIDED
		WILL EXTEND
9. FIRST TERM		
10. INTERMEDIATE		
11. CAREERIST		
PART II WAIVERS AUTHORIZED		
NUMBER OF WAIVERS AUTHORIZED	WAIVER CODES	
1.	2.	

\*Figure 2-2.--Format for Enlisted Career Planning Report.

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CHAPTER 3

THE CAREER PLANNING MANAGEMENT SYSTEM (CPMS)

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## CAREER PLANNING SOP

### CHAPTER 3

#### THE CAREER PLANNING MANAGEMENT SYSTEM (CPMS)

3000. GENERAL. The CPMS was designed to give Career Planners a more speedy way to submit requests for reenlistment, extension or incentive options to the Commandant of the Marine Corps. This is the preferred method of submission except in those cases specified in paragraph 4000.7 of reference (a).

3001. FUNCTIONS OF CPMS. CPMS allows the Commandant of the Marine Corps (MMEA-6) to provide field career planners with rapid responses to any request submitted and provide pertinent data on the changing environment in which career planners must operate.

1. Sign-On Message. Provides career planners with information on pending reenlistment requests, available duty station options and miscellaneous career planning information.
2. Unassigned School Seat Report. This report can be used to determine available school openings. The report reflects each future service school class with unassigned seats.
3. MOS Requirements. A MOS screen for each MOS is provided and will contain the requirements for a lateral move into the MOS, schools which train for the MOS, the status of the MOS (over, balanced, or short by zone) and the SRB multiples for the MOS.
4. Reenlistments/Extensions. CPMS allows career planners to submit retention requests and to receive a response in the most expeditious manner.

#### 3002. ADMINISTRATIVE PROCEDURES

1. For each reenlistment, organizational career planners will complete a CPMS data sheet utilizing the format in Figure 2-1 which is then forwarded to the Base Career Planning Office.
2. The Base Career Planner will then input the data into CPMS which will result in the generation of the date-time-group of any naval messages already submitted and what was approved.